

Completing the October Survey in CNPWeb (Formerly called the 534 Report in NEO)

Getting Started

1. Go to CNPWeb online at <https://me.cnpus.com/cnp/Login>
2. Log in with user ID and password



3. Once logged in, select the 'SNP' hyperlink in blue

Program Code	Program Description
SNP	NSLP
CACFP	CACFP
FDP	FDP

Sign Out

4. You may see a Notice, read the notice, and click 'Next Page'
5. On Program Year Selection page, select 2022
6. *If you are responsible for more than one Sponsor (District) you will see all the sponsor(s) you are linked with. Click on the blue hyperlinked sponsor number.*


Select Sponsor

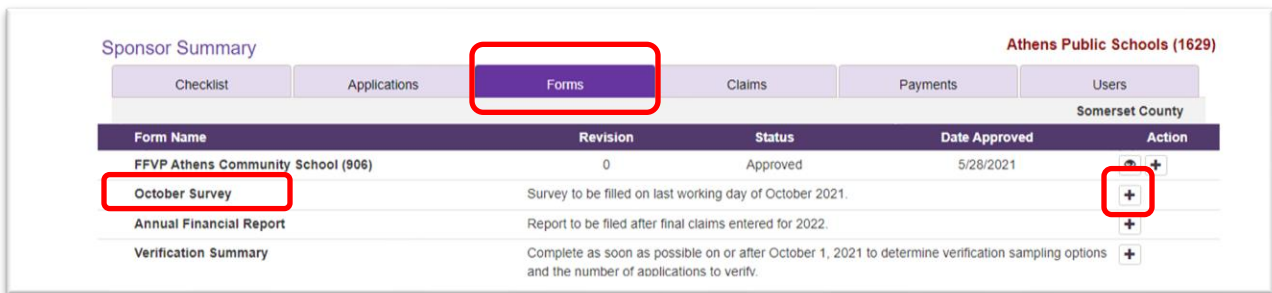
Sponsor Number: Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Sponsor Nbr	Sponsor Name	Sponsor Type	County	Status	SNP	CACFP	SFSP	FDP
28	Augusta Public Schools	Public	Kennebec	Active	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1466	RSU 34	Public	Penobscot	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Completing the October Survey

1. On the Sponsor Summary page, click on the Forms tab
2. Click on the  icon for October Survey



Form Name	Revision	Status	Date Approved	Action
FFVP Athens Community School (906)	0	Approved	5/28/2021	
October Survey	Survey to be filled on last working day of October 2021.			
Annual Financial Report	Report to be filled after final claims entered for 2022.			
Verification Summary	Complete as soon as possible on or after October 1, 2021 to determine verification sampling options and the number of applications to verify.			

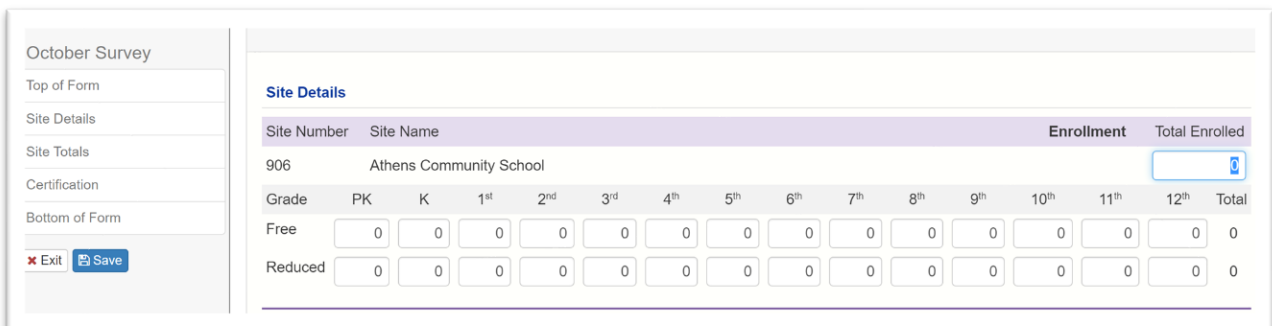
3. Fill out all the fields using data from October 31st
 - Enter 'Total Enrolled' students.
 - Enter the number of 'Free' eligible students based on applications and DC by grade.
 - Enter the number of reduced eligible students based on applications by grade.

***Student eligibility is based on approved Free and Reduced Meal Benefit Applications and the Direct Certification list.**

*** Provision schools that did not process Meal Benefit Applications this year:**

CEP - use your Free Claiming Percentage (base year ISP * 1.6);

For Provision II schools, use the Free and Reduced claiming precents that were determined in the base year.



Grade	PK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	Total
Free	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reduced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

4. Check the Certification box.
5. Hit 'Save'
6. If there are **Errors** on the form that must be corrected, you will see this message, hit 'Continue' to keep editing. When you are done, hit 'Save'.
7. The form will be in "Pending Approval" status waiting for ME Child Nutrition to approve.